

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Benefits Administrator Memo #01-08**

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**To:** Benefits Administrators  
**From:** Charles S. Reed, Associate Director  
State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** May 21, 2001  
**Re:** Insert for Flexible Benefits Sourcebook

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The enclosed "Flexible Benefits Update" sheet is an insert for placement in the 2001 Flexible Benefits Sourcebook (#990034). It contains updated information on effective dates for changes to Flexible Reimbursement accounts and the period in which employees may choose to pay health benefits premiums pre-tax (Premium Conversion) or after tax.

Please distribute this sheet to all employees at your agency, and be sure to include it with any copies of the Flex Sourcebook you provide. Any future orders of the Flex Sourcebook from the mailing house will contain the insert.

Thanks for your assistance.

Enclosure: Flexible Benefits Update